

MEMORANDUM FOR: Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Building Planning Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL

25X1 FROM:

[REDACTED]
Acting Director of Logistics

SUBJECT: Annual Logistics Planning Conference (U)

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1. This year arrangements have been made to hold the Logistics Planning Conference on 12 and 13 November [REDACTED]
[REDACTED] Attachment A contains the logistical arrangements that have been made for the Conference, and Attachment B outlines the Conference agenda. [REDACTED]

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2. The topics that we will be focusing on this year are:

- a. Strategic Plan - a final review
- b. OL's Future Manning Levels
- c. OL's Organization
- d. Possible Rotations of Division & Staff Chiefs
- e. Management of Marginal Employees
- f. Briefing on Director of Logistics' trip. (U/AIUO)

3. Because of the number of topics and the time constraint we will be working under, it will be necessary to hold a preconference briefing. This briefing has been scheduled for 22 October following the Director of Logistics' Staff Meeting. We request that all conference participants attend this briefing. (U/AIUO)

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Attachments
As Stated

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(16 Oct 81